

RMS

Case File
Office of
Security

9 May 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Discussion with Director of Security about Survey in SRD

A. BACKGROUND

On Thursday, 4 May 1961 [] Chief, Security Records Division, asked if I could meet with Col. Edwards, Director of Security, concerning my Survey. I discussed with [] Chief, Records Management Staff, the proposed meeting and the Survey.

B. MEETING

About 1:30 P.M. 8 May, [] Deputy Director, Investigation and Operational Support, [] and I met with Col. Edwards in his office.

For about an hour Col. Edwards and I talked about Office of Security records management in general and Security Records Division policies and procedures in particular. [] commented on specific points occasionally, but kept the discussion on my views.

Our discussion was confined to consideration of:

1. Consolidation of Security Files
2. A full time Records Officer in the Office of Security
3. A new paper-flow procedure
4. New equipment for the Indices Section
5. Reports Management
6. Control of Miscellaneous Files

The emphasis was on practical suggestions, for immediate application, to improve the existing processing procedures in SRD. We did not discuss any aspects of automation, however, mention was made of the wide interest and use of this Survey by the Automatic Data Processing Research Staff, the Inspector General, and the Chief, Management Staff as well as the Director of Security.

C. DISCUSSION

In summary, these points were my contribution to the discussion and my understanding of the replies:

1. There is pressing need to completely end, as soon as possible, all separate filing and handling of all covert and overt Security files. The present procedure creates extra controls, logs, and records as well

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as increases non-productive work, decreases quality and quantity of production, and could create an employee morale problem.

(Col. Edwards and [] agreed that the integrating of files and procedures is their intention and is being accomplished gradually because certain circumstances have to be considered during this action.)

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2. The Office of Security has sufficient specialized forms, reports, files, equipment, vital records, and records disposal problems to justify appointment of a full time, well qualified, top grade Records Officer. The principles of records management, the vast scope of a Security Records Officer's duties, and several examples of successful applications were covered in detail. The importance of the organizational location of this position was discussed with regard to the Officer's authority to improve records management throughout the entire Office of Security rather than merely in the single office in which he might be placed.

(Col. Edwards asked [] to make a note on this point and to discuss such a position with the Office of Personnel.)

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3. There is need to consider new processing concepts on handling requests for Security Approvals. Such procedure changes must be gradual and include: a. Having the paper travel along the production line, not the people processing it; b. Using work stations (as successfully employed in other government and business offices) by putting persons in charge of given sections of the Indices and Files; c. Combining processing procedures for overt and covert requests. Hundreds of man-hours are lost each month by non-productive walking to and from the files and hand carrying cases. New concepts in the actual processing of requests could eliminate non-productive walks, logs, copies, files, filing and excess handling of cases.

(Col. Edwards expressed interest and asked that details of these be included in the final report on the Survey.)

4. The Indices Section should have new equipment to house its card file. The equipment analysis conducted by [] of Security with Records Management Staff was discussed.

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(Col. Edwards asked my opinion. My judgement of all factors supported a Roll-Dex installation. Col. Edwards asked Mr. [] to settle this equipment problem, preferably this fiscal year.)

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5. Tight controlling of report creation and content can save time in several offices. The principles of Reports Management including report cost and relative value were discussed. The cost of feeder reports, the burden of supervisory checking, and the production delays of logs and controls were also touched upon.

(Col. Edwards spoke of his continued evaluation of this problem as connected with reports he receives and submits.)

6. The size and growth of the Miscellaneous Files in the Security Records Division should be reviewed, reduced, and controlled. A policy or standard should be set and announced requiring review and reconsideration by the offices that created these 40 groups of files (1,200 feet). Controls must be established on future additions to the files and for eventual disposition. Whether the files are to be kept in archives forever, or grouped for disposal in 10, 50, or 100 years, the files must be organized now, before they grow to a size where screening is impossible with the resulting loss or destruction of valuable material before it becomes obsolete and useless.

(Col. Edwards emphasized the need and convenience of this special Miscellaneous File but acknowledged the need for an analysis of its present content and control of its future growth. He was interested in my comment on the Army and Civil Service Commission 75- and 80-year disposal schedule for personnel files.)

D. CONCLUSION

At this point, I felt that our talk had given the Director an indication of the Survey scope and findings and of our observations and suggestions. I did not comment further. Other points remained to be discussed, and the Director's questions and comments indicated continuing interest, however, I felt we should save his time and leave the other points and details for the final report. We concluded at 2:30.



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Distribution:

Chief, Records Management Staff
Director of Security
Chief, Management Staff
Chief, SFD

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TO	NAME AND ADDRESS	INITIALS	DATE
1	Director of Security		
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ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>Col. Edwards,</p> <p>Here is a copy of report on his talk with you last Monday. This sounds good to me. I think we are on the right track. Many thanks for the courtesy you and your people have shown us. Vince is busy putting together a detailed survey report for you. In the meantime please let me know if there is anything I can do.</p> <p style="text-align: center;"><i>[Handwritten Signature]</i></p>			
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